

DGS-850-1  
REV. 7/86DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO.

612-143

PAGE  
NO.

1 of 1

## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		Division of Labor and Industry Mediation and Conciliation Services
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>ARBITRATION, MEDIATION, AND CONSENT ELECTION CASES</u> The arbitration files contain evidence and decisions on cases arbitrated by the State Mediator. The mediation files document the progress and conclusion of the collective bargaining process. The consent election cases contain bargaining unit descriptions, notices, results, and any post-election proceedings.	Retain permanently.
2.	<u>COLLECTIVE BARGAINING CONTRACT NOTIFICATIONS</u> These forms are notifications of modifications or terminations of collective bargaining contracts.	Retain for five (5) years, then destroy.
3.	<u>INDEX CARDS OF EMPLOYER'S NAMES</u> These index cards contain a historical record of each of the employer's history in regard to termination of collective bargaining contracts.	Retain permanently.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

NOV. 21 1991 Edward C. Papenfuss

8-21-91

Signature Title

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTOR

PAGE 1 OF 2

1. DEPARTMENT/AGENCY

Licensing and Regulations

2. DIVISION

Division of Labor and Industry

3. UNIT

Mediation and  
Conciliation Services

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Arbitration, Mediation, and Consent Election Cases

5. EARLIEST YEAR/LATEST YEAR

68 TO 91

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

The arbitration files contain evidence and decisions on cases arbitrated by the State Mediator. The mediation files document the progress and conclusion of the collective bargaining process. The consent election cases contain bargaining unit descriptions, notices, results, and any post-election proceedings.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☒ MICROFILM  
☐ 35mm SLIDE SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
15  
NUMBER

10. ANNUAL ACCUMULATION

- None eff. ☐ FILE DRAWER(S)  
7/1/91 ☐ MICROFILM REEL(S)  
NUMBER ☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

4th Floor North - 501 St. Paul Place

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

Unknown

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☐ NO

18. RECOMMENDED RETENTION

RECEIVED

10/1/91

RECEIVED

19. NAME AND TITLE OF PREPARER

Klaus D. Reichelt  
Records Mgmt Coordinator

20. TELEPHONE NUMBER

333-4163

21. DATE

10/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTOR

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1. DEPARTMENT/AGENCY

Licensing and Regulations

2. DIVISION

Labor and Industry

3. UNIT Mediation and Conciliation Services

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Index Cards of Employer's Names

5. EARLIEST YEAR/LATEST YEAR

68 TO 91

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

INDEX CARDS OF EMPLOYER'S NAMES

These ~~index~~ cards contain a historical record of each of the employer's history in regard to termination of collective bargaining contracts.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER(SPECIFY)

3" x 5" Cards

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION

- None eff. ☐ FILE DRAWER(S)  
7-1-91 ☐ MICROFILM REEL(S)  
NUMBER ☐ COMPUTER TAPE(S)  
☒ OTHER(SPECIFY)

11. FILE IS USED

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12. FILE BECOMES INACTIVE AFTER

- 3 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

4th floor North

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☐ NO

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

Klaus D. Reichelt  
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